

## INTRODUCTION TO MEDICAL ASSISTING

DOE #5213

CIP Code: 51.0801 Medical Clinical/Assistant

*Introduction to Medical Assisting* introduces students to some of the duties and responsibilities of administrative and clinical medical assistants. Course content focuses on basic skills that one might see performed in a doctor's office or out-patient facility. Various instructional strategies and technologies will be used to give students the opportunity to gain additional knowledge of anatomy, physiology, and medical terminology. The student will also have the opportunity to refine previously learned technical skills, in addition to gaining additional competencies as they participate in simulated activities and procedures in the classroom. Instruction will be augmented with study tours and shadowing experiences in health care facilities. The HOSA organization provides students the opportunity to compete in a wide variety of competitive events at both the state and national level.

- Recommended Grade Level: 11-12
- Required Prerequisite: None
- Recommended Prerequisite: Introduction to Health Care Systems or Integrated Health Sciences I&II, Biology
- Credits: A one semester course, one or two credits per semester
- A Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors diploma directed elective course
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Academic content standards:  
[http://www.doe.state.in.us/octe/health/hce/medical\\_assisting.pdf](http://www.doe.state.in.us/octe/health/hce/medical_assisting.pdf)
- Curriculum Framework: [http://www.doe.state.in.us/octe/health/hce/medical\\_assisting.pdf](http://www.doe.state.in.us/octe/health/hce/medical_assisting.pdf)
- Teacher Requirements: <http://doe.state.in.us/dps/licensing/assignmentcode>
- Funding: State Additional Pupil Count (APC) vocational funding available if taught by CTE licensed Health Sciences teacher

### *Content Standards and Competencies*

The following are measurable exit standards and competencies that students should know and be able to do at the conclusion of the course. The content standards and competencies do not define a specific sequence for teaching and learning. While all content standards and competencies should be address in some way, teaching order and areas of emphasis will vary according to local needs.

#### **1. CAREER EXPLORATION: DESCRIBE THE ROLE OF A MEDICAL ASSISTANT.**

- 1.1. Describe the employment opportunities in Medical Assisting.
- 1.2. List the educational requirements for obtaining certification in Medical Assisting.
- 1.3. Describe the role and responsibilities of a Medical Assistant.

#### **2. PROFESSIONAL BEHAVIOR: DISPLAY BEHAVIOR APPROPRIATE OF A HEALTH CARE PROVIDER.**

- 2.1. Report to class appropriately dressed.
- 2.2. Report to class regularly and on time.
- 2.3. Assume responsibility for completing all class expectations.
- 2.4. Show respect for self and others.
- 2.5. Display an accepting and positive attitude.

**3. HEALTH CARE TEAM: COMMUNICATE EFFECTIVELY AS A MEMBER OF THE HEALTH CARE TEAM.**

- 3.1. Relate to team members in an effective manner.
- 3.2. Report and record subjective and objective data using appropriate medical terminology and abbreviations.
- 3.3. Converse with and instruct patients in a therapeutic manner.

**4. ADMINISTRATIVE DUTIES: DESCRIBE THE ADMINISTRATIVE DUTIES OF THE MEDICAL ASSISTANT.**

- 4.1. Perform clerical skills needed for medical office management.
- 4.2. Demonstrate telephone techniques appropriate for a doctor's office.
- 4.3. Schedule patient appointments and prepare appointment cards.
- 4.4. List office equipment one would expect to use in a doctor's office.
- 4.5. Describe the management of charts and records.
- 4.6. Describe the processing of physicians' orders.
- 4.7. Enter and retrieve patient data on the computer.
- 4.8. Describe medical coding related to health information management.

**5. DIAGNOSTIC PROCEDURES: DESCRIBE DIAGNOSTIC PROCEDURES THAT ARE ROUTINELY DONE AS PART OF A PHYSICAL EXAMINATION.**

- 5.1. Describe and relate anatomical structures, internal organs, and pathology as seen on an x-ray film.
- 5.2. Instruct patients in preparation for routine diagnostic procedures.
- 5.3. Anticipate and answer questions patients might ask regarding diagnostic procedures.

**6. CLINICAL SKILLS: PERFORM BASIC CLINICAL SKILLS COMMON TO A DOCTOR'S OFFICE.**

- 6.1. Admit a patient to a facility.
- 6.2. Transfer a patient from a wheelchair to an examining table.
- 6.3. Collect and label routine specimens.
- 6.4. Instruct patients regarding specimen collection.
- 6.5. Perform a Weber & Rinne hearing test.
- 6.6. Measure and record visual acuity using a Snellen Eye Chart.
- 6.7. Assist with a physical examination in a simulated environment.
- 6.8. Collect wound and throat cultures in a simulated environment.
- 6.9. Perform a Twelve Lead Electrocardiogram.
- 6.10. Explain the purpose and procedure for ambulatory cardiac monitoring.
- 6.11. Perform a venipuncture using an arm simulator.
- 6.12. Discharge a patient from a facility.

